Northwest Nazarene University

I-20 Extension Instructions

If your I-20 will expire at the end of the current semester (please check the Program End Date of your I-20), you must apply for an “Extension of Program” so that we may update your SEVIS record to indicate that you will continue to study at Northwest Nazarene University. To apply for a program extension, you will need the following documents **before the Program End Date on your I-20.**

1. **A memorandum from your academic advisor explaining your reason for extending.** Your academic advisor will also need to estimate the date by which you will complete your studies. The regulations stat that there must be a ‘compelling academic reason’ for an extension. Examples might be delays caused by health issues, restriction to ESL, difficulty completing research necessary for a project or thesis/dissertation, or new degree requirements caused by a change of major. There is no specific format template for this memorandum.
2. **A current ‘Certification of Finances’** (a bank statement or letter from your bank) that shows that you will be able to pay for the cost of living, tuition, and fees for the additional time necessary to complete your studies.

For a detailed breakdown of tuition, fees, and room & board, see businessoffice.nnu.edu.

It takes approximately five business days to process an ‘Extension of Program,’ after which a new I-20 will be created in SEVIS. You will then receive an e-mail from the Registrar’s Office indicating that the new I-20 is ready to pick up.

We cannot process an ‘Extension of Program’ without both the letter from your academic advisor and a new bank statement. No fee is required for an extension. If you have further questions about extending your I-20, please contact the Registrar at naayers@nnu.edu.